Electronic Commerce & Wide Area Workflow Overview

Defense Finance and Accounting Service

Presented by:

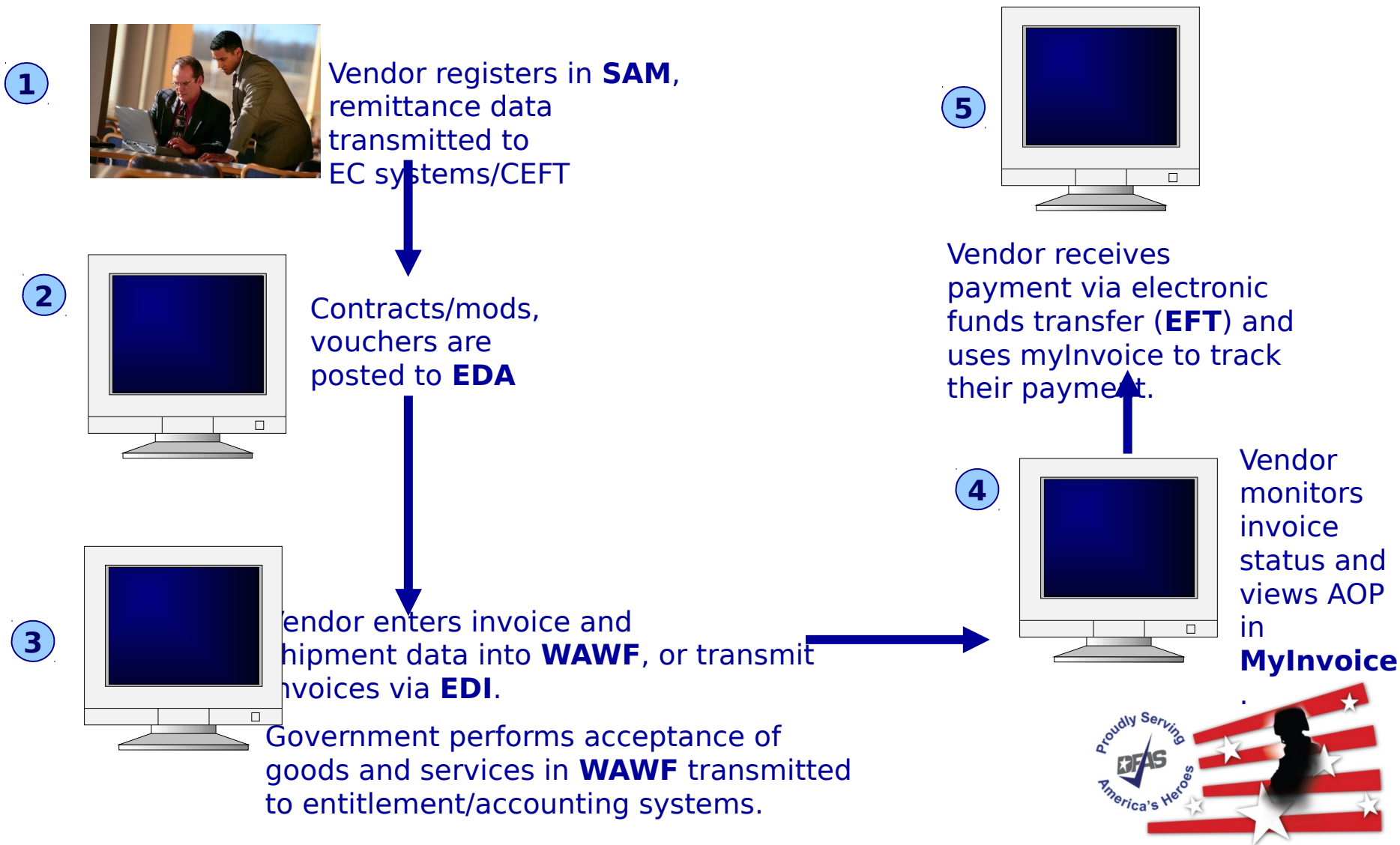eSolutions Office

Topics

- **DFAS EC Tools Overview**

- **What is WAWF**
  - ➢ Definition
  - ➢ FAR Clause
  - ➢ User Benefits
  - ➢ User Roles

- **How WAWF Works**
  - ➢ Document Routing
  - ➢ Email Notification
  - ➢ WAWF Receipt & Acceptance Process vs. Document Flow

- **Tools and References**

DFAS EC Tools Overview

1 Vendor registers in **SAM**, remittance data transmitted to EC systems/CEFT

2 Contracts/mods, vouchers are posted to **EDA**

3 Vendor enters invoice and shipment data into **WAWF**, or transmit invoices via **EDI**.

Government performs acceptance of goods and services in **WAWF** transmitted to entitlement/accounting systems.

4 Vendor monitors invoice status and views AOP in **MyInvoice**.

5 Vendor receives payment via electronic funds transfer (**EFT**) and uses myInvoice to track their payment.

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- Users can be:
  - ➢ Vendors
  - ➢ Government Officials

- Documents include:
  - ➢ Contracts
  - ➢ Invoices
  - ➢ Receiving Reports

- Documents are used to generate payments for goods and services

Why WAWF for Electronic Invoicing?

Contractors <u>must</u> submit invoices electronically.
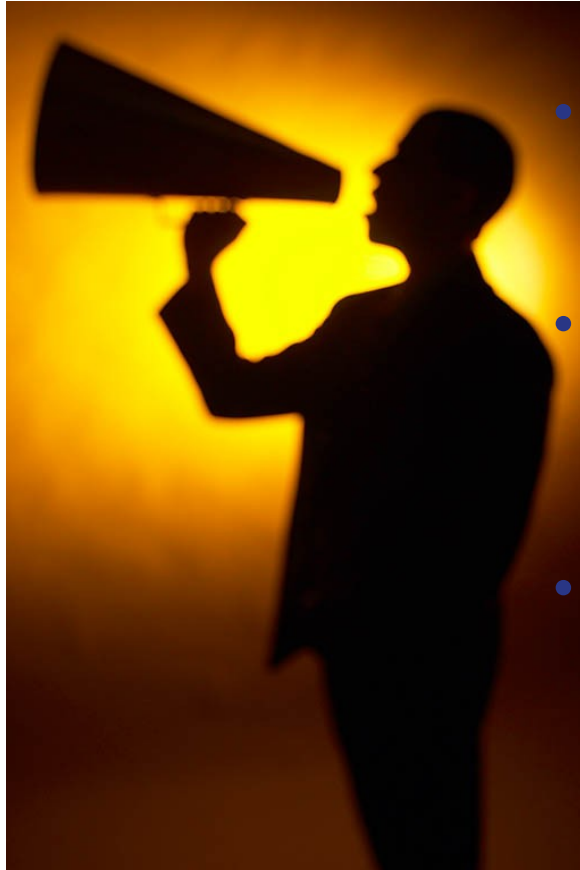
- It's the Law
  - ➤ Mandated by Public Law: Section 1008 of National Defense Authorization Act of FY 2001

- It's being enforced!
  - ➤ DFAS updated to include requirement for electronic invoicing, effective for contracts issued after Feb 28, 2003.

- DFARS Clause 252.232-7003 (DFARS 232.7004)
  - ➤ Requires electronic invoicing.
  - ➤ Requires electronic supporting documentation.

http://www.acq.osd.mil/dpap/dars/dfars/index.htm

Payment Systems & WAWF

- **CAPS** (Computerized Accounts Payable System);
  - Army, Defense Agencies and USMC
- **EBS** (Enterprise Business System) formerly called BSM;
  - DLA
- **IAPS-E** (Integrated Accounts Payable System - Electronic);
  - Air Force
- **MOCAS** (Mechanization of Contract Administration Services);
  - Defense Contract Management Agency and all the Military Services
- **One Pay**;
  - Navy, Defense Agencies and USMC
- **Navy ERP** (Enterprise Resource Planning)
  - Navy
- **GFEBS** (General Funds Enterprise Business System)
  - Army
- **DEAMS** (Defense Enterprise Accounting and Management System)
  - USTRANSCOM and Air Force
- **DAI** (Defense Agencies Initiative)
  - Defense Agencies
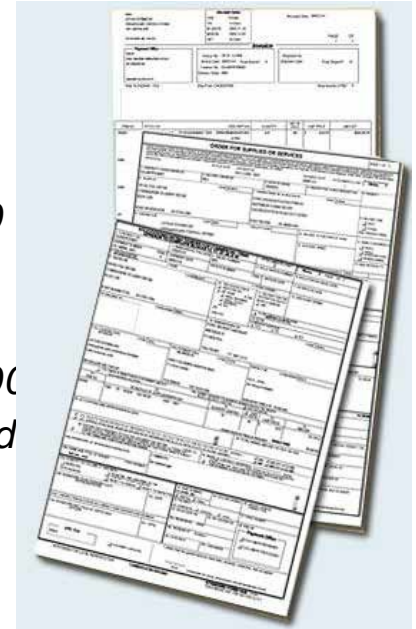
User Roles at a Glance

- ## Vendor
  - ➢ Contractor or Supplier

- ## Inspector & Acceptor
  - ➢ Requiring Activity, Contracting Officer Representative (COR), Quality Assurance Reviewer (QAR)

- ## Local Processing Office (LPO)
  - ➢ role used in situations where documents must be certified by a local office before forwarding to DFAS

- ## Cost Voucher Reviewer/Approver
  - ➢ DCAA/DCMA

- ## Grant Approver
  - ➢ role used to approve and certify Grant and Cooperative Agreements before sending them to the Pay Office

- ## Pay Official
  - ➢ DFAS Paying Office

- ## Group Administration (GAM)
  - ➢ role is used by an individual selected at the organization/location level, that is charged with the responsibility of maintaining the users of his/her assigned organizations. (Gate Keeper)

- ## View Only
  - ➢ roles are used by supervisors and administrators

WAWF
Create & Process a Number of Documents Electronically...

- Stand Alone Invoice - *FAR 32.905*
- Fast Pay Invoice - *FAR 52.213-1*
- Invoice 2-IN-1 - *FAR 32.905*
- Construction Payment - *FAR 52.232-5; FAR 52.232-10*
- Commercial Item Financing - *FAR 32.202-1(b); FAR 52.232-29 & -30*
- Performance Based Payment - *FAR 32.1003; FAR 52.232-32*
- Progress Payment - *FAR 32.5; FAR 52.232-16*
- Stand Alone Receiving Report - *DFAR Appendix F, DFARS 52.246-700*
- Invoice and Receiving Report (Combo) - *FAR 32.905; DFAR Appendix F*
- Reparables Receiving Report –
- Invoice and Reparables Receiving Report (Combo) -
- Cost Voucher – *FAR 52.216-7, -13, & -14; FAR 52.323-7*
- Grant and Cooperative Agreement Voucher –
- Navy Shipbuilding Invoice (Fixed Price) – *DoD FMR Vol 10 CH 7 070205-B*
- Navy Construction / Facilities Management Invoice -
- Telecom Invoice (Contractual) - *FAR 52.232-25; DFARS 252.211*
- Miscellaneous Payment
- Telecom Invoice (Non-Contractual)

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

CONTRACT NO.: N0024404F5010

9. ISSUED BY — CODE N00244

FLEET AND INDUSTRIAL SUPPLY CENTER
937 N HARBOR DRIVE
San Diego, CA 92132-0008

15. DELIVER TO — CODE N65888
NADEP North Island
San Diego, CA 92135-7058

17a. CONTRACTOR/OFFEROR — CODE 1M3W0

CACI
CHANTILLI VA 22204-1234

18a. PAYMENT WILL BE MADE BY — CODE N68688

DFAS
SAN DIEGO CA 9123-1848

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing

Contract Number	Delivery Order	CAGE Code/Ext.	Pay DoDAAC
N0024404F5010		1M3W0	N68688

Issue Date	Issue By DoDAAC	Admin DoDAAC *
YYYY/MM/DD	N00244	N00244

Ship To Code * / Extension	Ship From Code / Extension	LPO DoDAAC * / Extension
N65888		

WAWF Allows Users to Send Multiple E-mail Notifications

- WAWF uses a unique e-mail system for notifying the various users within the workflow of actions to be taken and document status.

- Users have ability to send notifications to additional e-mail addresses following an action.

- E-mail addresses are saved for future use after submitted.

Sample Email Notification

```
Action DoDAAC\Ext:  HQ0359

Document Type:  Invoice 2-in-1 (Services Only)

Status: Submitted

Acceptance Date:

Processed Date: 2007/02/20

Contract Number: GS23F0185K

Delivery Order Number: HQ042305F0020

Contract Issue Date: 2004/10/21

Vendor CAGE\Ext: 0BMB0

Shipment Number: 0028

Shipment Date: 2007/02/02

Invoice Number: 59217

Invoice Date: 2007/02/02

Has been Submitted by                 on 2007/02/20. Status is Submitted.


THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.
```
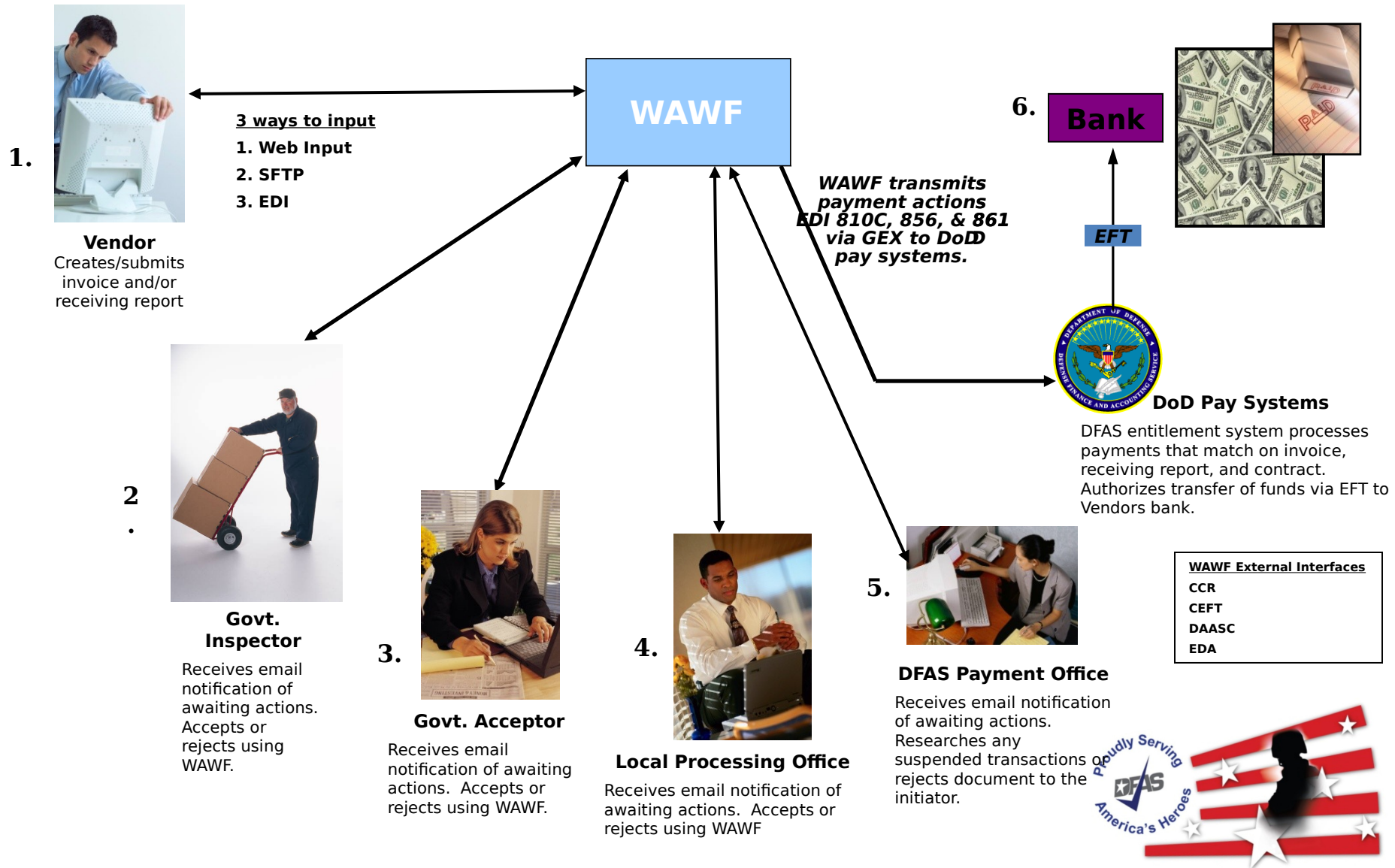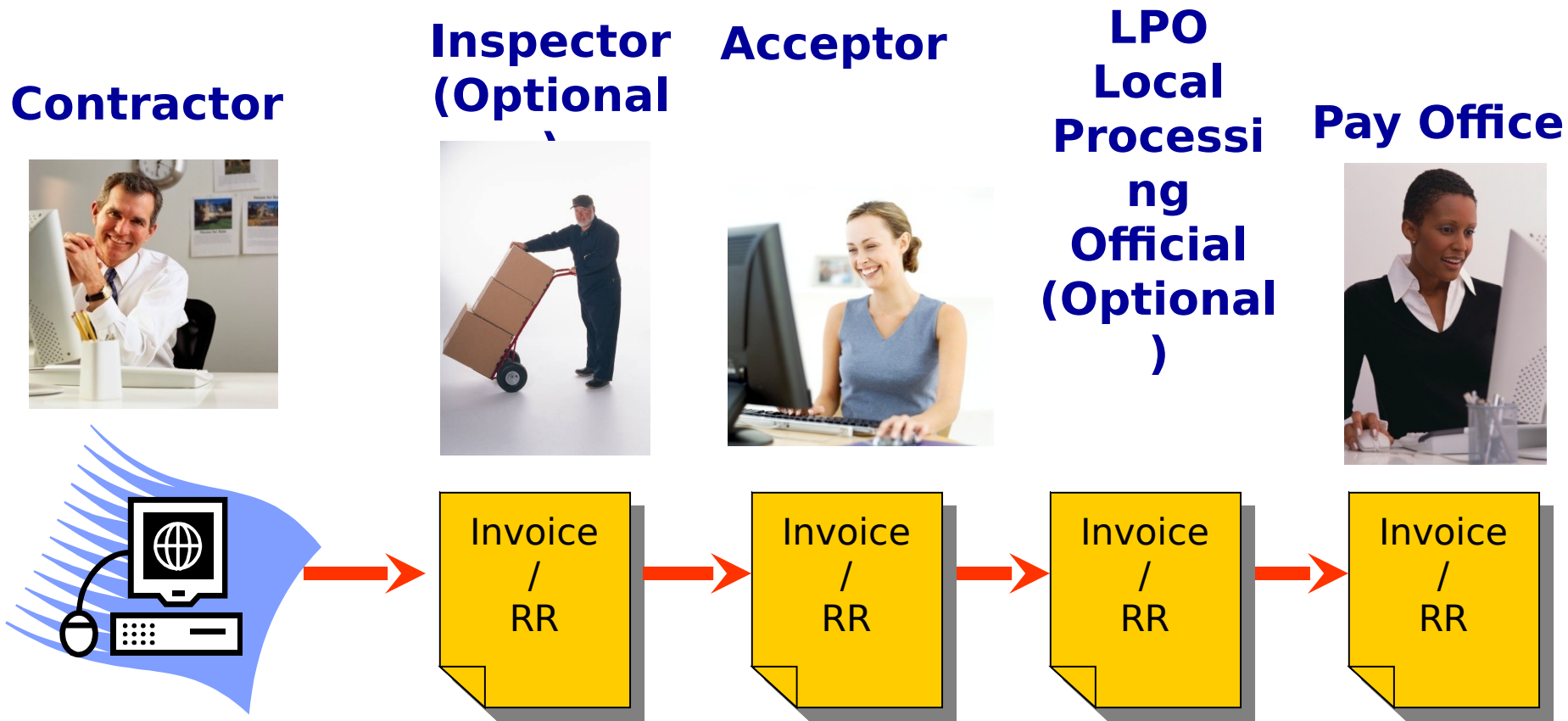
How Does It Work? - WAWF Receipt & Acceptance Process

WAWF

3 ways to input
1. Web Input
2. SFTP
3. EDI

1.

Vendor
Creates/submits invoice and/or receiving report

WAWF transmits payment actions EDI 810C, 856, & 861 via GEX to DoD pay systems.

6. **Bank**

EFT

DoD Pay Systems

DFAS entitlement system processes payments that match on invoice, receiving report, and contract. Authorizes transfer of funds via EFT to Vendors bank.

2.

Govt. Inspector
Receives email notification of awaiting actions. Accepts or rejects using WAWF.

3.

Govt. Acceptor
Receives email notification of awaiting actions. Accepts or rejects using WAWF.

4.

Local Processing Office
Receives email notification of awaiting actions. Accepts or rejects using WAWF

5.

DFAS Payment Office
Receives email notification of awaiting actions. Researches any suspended transactions or rejects document to the initiator.

WAWF External Interfaces
CCR
CEFT
DAASC
EDA

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Invoice 2-in-1 Workflow

Contractor

Inspector (Optional)

Acceptor

LPO Local Processing Official (Optional)

Pay Office

Invoice / RR → Invoice / RR → Invoice / RR → Invoice / RR

Invoice and Receiving Report Move as One Document

Combo (Invoice/RR) Workflow

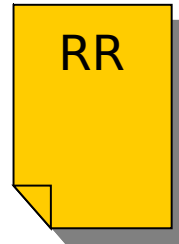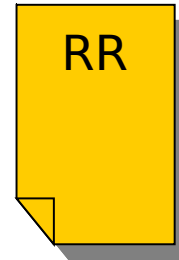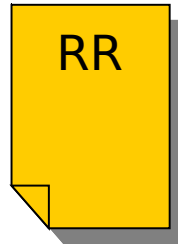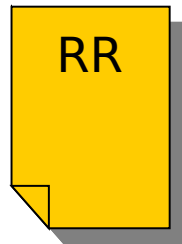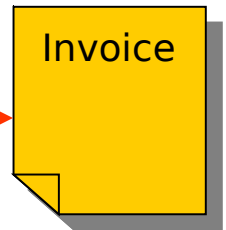**Vendor** **Inspector (Optional)** **Acceptor** **LPO Local Processing Official (Optional)** **Pay Office**

Invoice → Invoice

RR → RR → RR → RR
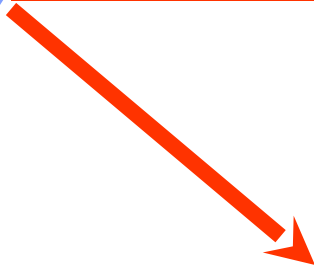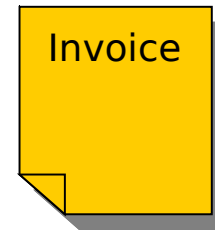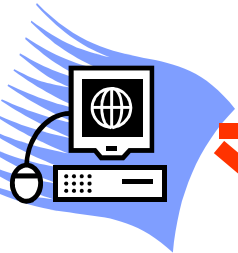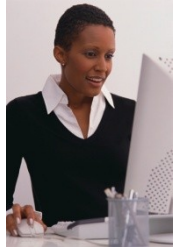
Invoice and Receiving Report Move as 2 Separate

WAWF Training Opportunities

- **WAWF Web-Based Training Site -** Go here to learn how to use WAWF via self paced, online training. This training is an excellent place to begin learning about WAWF.

    http://www.wawftraining.com

- **WAWF Vendor Classroom Training -** Go here to register for upcoming WAWF classroom training provided by DFAS. **http://www.dfas.mil/contractorpay/electroniccommerce/wawftrain.html**

- **WAWF Training Practice Web Site -** Go here to practice using the WAWF application.

    https://wawftraining.eb.mil

For More Information...

- **WAWF production web-site: https://wawf.eb.mil**

- **DFAS eCommerce web site: http://www.dfas.mil/contractorpay/electroniccommerce.html**

- **WAWF Reject Requests: http://www.dfas.mil/dfas/ecommerce/wawf/rejectsrequests.html**

- **myInvoice: https://myinvoice.csd.disa.mil//index.html**

- **EDA web site: http://eda.ogden.disa.mil/**

- **DoD RFID Info: http://www.acq.osd.mil/log/rfid/index.htm**

- **Unique Identification (UID): http://www.acq.osd.mil/dpap/pdi/uid/index.html**

- **Federal Acquisition Regulation Web Site: http://farsite.hill.af.mil**

Thank You!

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